



Cover Sheet for Invitation to Bid
Bid #030115 JANITORIAL SERVICES

If you are submitting a Bid or a Response to a
Request for Proposal, Please

1. Appropriately Label your documents in a sealed envelope or box;

and
2. Deliver the sealed documents to the Office of the City Clerk;

and
3. Be certain that your submittal is date and time stamped by the office of the City Clerk.

Courier Delivery Address
1 East First Street, 2nd Floor Reno, NV 89505

CITY OF RENO
Purchasing Division
P.O. Box 1900
Reno, NV 89505
(775) 334-2080
(775) 334-2409 fax
taylorm@reno.gov



Date: February 23, 2015

Invitation to Bid No.
030115
THIS IS NOT AN ORDER

INVITATION AND ADVERTISED INVITATION TO BID

Sealed Bids will be received until 3:00 pm at the Office of the City Clerk, City Hall, 1 East First St., Reno, NV 89501 on March 19, 2015. Said Bids shall be publicly opened and names read aloud at 3:05 pm March 19, 2015.


Matthew Taylor, Senior Management Analyst

The City of Reno is currently accepting sealed Bids for Janitorial Services. It is the express intent of this bid solicitation to award to the lowest responsive, responsible bidder(s) to provide equipment to the City of Reno. If the bidder proposes to provide equipment other than specified so as to make it conform to performance standards, a complete and detailed manufacturer's specifications must be included as part of the bid showing each proposed modification. All deviations from the specified product must be completely described. Attach more sheets and label appropriately if needed. The City of Reno shall determine if any substitutions submitted shall be deemed equivalent to the equipment specified within "NO SUBSTITUTIONS" category

This solicitation is made in compliance with Nevada Revised Statute 332. Any appeal and or Protest shall be in conformance with 332.068 and the protest requirements stated in this bid.

Technical questions and other assistance regarding this solicitation may be directed to Matthew Taylor taylorm@reno.gov and Requestor Name/Email

Per the attached Terms, Conditions, and Requirements

Firm Name _____	In compliance with this Invitation to Bid and subject to all Terms and Conditions thereof, the undersigned offers and agrees, if Bid is accepted, to furnish any or all of the items or services listed herein at the fees and terms stated. I also acknowledge receipt of 42 pages of this Invitation to Bid.
Address _____	
City _____	
State _____ Zip _____	
Telephone _____	Signature _____
Fax _____	Print Name _____
E-Mail _____	Print Title _____

SUBMIT ONE (1) ORIGINAL AND **THREE (3) COPIES OF SUBMISSION**

Table of Contents

	Page
Invitation to Bid Process and Rules	4
1. Invitation to Bid Schedule	4
2. Questions/ Clarifications.....	5
3. Addendums	5
4. Exceptions.....	5
5. Invitation to Bid Receipt and Opening Time	5
6. Preparation of Bid	6
7. Submission of Invitation to Bid	6
8. Late Bid.....	7
9. Withdrawal of Bid.....	7
10. Joinder Provision	7
11. Quantities to be Serviced	7
12. Specifications	8
13. Specification Restrictions	8
14. Exceptions to Specifications	8
15. References	8
16. Guarantee/Warranty/Quality.....	9
17. Tax Exemption.....	9
18. Pricing	9
19. Payment Terms	9
20. Billing	9
21. Bid Evaluation	10
22. Cancellation	10
23. Termination.....	10
24. Assignment	10
25. Background check.....	10
References	12
General Terms and Conditions	13
1. Notice of Rights	13
2. Preparation of Bids	13
3. Award of Contract.....	14
4. Funding Out Clause	15
5. Default of Contract	15
6. Appeal by Unsuccessful Bidder.....	15
7. Bonds Required.....	17
8. Insurance Requirements.....	17
Exceptions.....	18
Disclosure of Principals	19
Attachment A Project Scope of Work.....	21

INVITATION TO BID PROCESS AND RULES

1. Invitation to Bid Schedule

Schedule of Events	Date
BID Released	2/23/15
Mandatory Pre Bid Meeting	3/4/15
Last Day to Submit Questions	3/10/15
All Addendums to be posted to reno.gov by	3/12/15
Sealed Proposals Due to City of Reno	3/19/15
Proposed Award Date by City Council	4/29/15
Implementation	TBD

The City of Reno reserves the right to modify this schedule at The City's discretion. Notification of changes in the Invitation to Bid, due date, and deadline for questions will be posted on the City website at www.reno.gov or as otherwise stated herein. Changes in any other anticipated dates will not be released unless deemed necessary at the sole discretion of the City.

Description of Scheduled Events

Mandatory Pre Bid Meeting – A pre-bid meeting will be held on March 4th. All potential bidders are required to attend this meeting as a walk thru of major facilities will be done at this time. Your bid will be rejected and returned for Failure to attend the pre-bid meeting. Transportation to various locations will be the responsibility of the bidder.

- Meeting will take place at 1640 E. Commercial Row, Learning Center at 12:00.
- Bidders will be shown the Police Department, City Hall, and EMNECC (approximately 3 hours)
- Meeting will be completed by 4:00 pm.

Deadline For Questions – The deadline for any questions concerning the Invitation to Bid is March 10, 2015 at 3:00 pm local time (Reno). Any questions submitted after the deadline will not be responded to.

All Addendums to be posted by – All addendums to the Invitation to Bid shall be posted to the City's website at www.reno.gov no later than 5:00 p.m. local time (Reno) on March 12, 2015. All proposals submitted for this Invitation to Bid **must** have all addendums attached and acknowledged. Any proposal that does not include the addendums will be rejected.

Sealed proposal due to City – The due date for the sealed Invitation to Bid response is March 19, 2015 at 3:00 p.m. local time (Reno). All proposals received after the date and time set for receipt shall be disqualified from consideration and thus deemed rejected. The City will not consider or be responsible for errant delivery or late performance by courier service.

2. Questions/ Clarifications

Questions regarding the Invitation to Bid shall be directed to the Finance Department via e-mail at taylor@reno.gov in writing. Copy of any questions should also be sent to Joe Wilson at wilsonj@reno.gov. Questions should be submitted in accordance with the Invitation to Bid Schedule. If any questions or responses require revision to this solicitation as originally published, such revisions will be by formal addendum only. If the solicitation includes a contact person for technical information, any oral or written representations made by this or any person shall not be relied upon unless subsequently ratified by a written addendum to this solicitation issued by the City. To determine whether any representations made require an amendment be issued, please contact Matthew Taylor, Senior Management Analyst, at (775) 334-3104.

3. Addendums

All addendums to this Invitation to Bid shall be issued by the City of Reno in writing. Material changes affecting the material or the bidder's cost estimate shall have no standing with the City of Reno if not sanctioned by written addendum.

4. Exceptions

A bidder who believes bid specifications are unnecessarily restrictive or limit competition may submit such, on the Exceptions page of this Bid documents. All Exceptions will be considered in the bid evaluation.

The City of Reno will promptly respond in writing to each written objection and where appropriate, issue all revisions, substitutions, or clarifications via addenda. Objections of technical or contractual requirements shall include the reason for the objections, supported by documented factual information, and any proposed changes to the requirements.

5. Invitation to Bid Receipt and Opening Time

It is mandatory the bids are **signed by a duly authorized representative of the firm**, time stamped and received at City of Reno City Clerk's Office no later than 3:00 pm, March 19, 2015.

Late bids shall be disqualified from consideration.

Sealed bids shall be opened at City of Reno Purchasing Division Offices at 3:05 pm, March 19, 2015.

6. Preparation of Bid

Bidder shall examine all specifications, specific instructions, and terms and conditions of the Invitation to Bid. Failure to do so will be at Bidder's risk.

Any addenda issued shall forthwith become an integral part of the bid. Bidder shall be required to acknowledge receipt of the same by signing and returning the addenda with the original bid document.

Bidder shall furnish the required information typed or written in ink.

The person signing the bid must initial erasures or other changes in ink.

In the space provided, a duly authorized representative of the bidding firm shall sign the bid document.

Bidder shall proofread his bid carefully for errors.

Prices quoted shall be F.O.B. destination, within the Reno/Sparks general area and shall be inclusive of all costs and exclusive of Federal and State taxes.

In the event of a difference between a unit price and the extended price, the unit price shall govern.

The terms of Attachment A contained herein shall be considered "optimum". However, a bidder deviating from Attachment A must specify in the exception section any and all exceptions. Failure to note exceptions shall be interpreted to convey that the bidder shall propose to perform in the manner described and/or specified in this bid solicitation. Alternate bid proposals shall be considered provided said alternate (s) are fully described and accompanied by brochures literature specifications or a combination thereof. The City's decision with respect to equivalents shall be final.

7. Submission of Invitation to Bid

Bidder shall sign and return the ENTIRE BID DOCUMENT.

Bids and addenda thereto shall be enclosed in a sealed envelope addressed to the City of Reno, City Clerks Office, P.O. Box 1900, Reno, NV 89505. Bids must be identified as **JANITORIAL SERVICES, RFP 030115**. Bidders are cautioned that the City postal pickup is one time per day at approximately 7:15 am. Bids that are not in the Postal Box for pickup on the due date shall be considered late.

In order for a bid to be considered, it shall be mandatory that the bid document be received and time-stamped at City of Reno, City Clerks Office no later than the receiving time specified in the bid document.

The City of Reno shall not be responsible for the premature opening of a bid, which is not properly addressed or identified.

A bid submitted by electronic telephone, telegraphic notice, or facsimile will not be accepted.

Prices offered shall **only** be considered if they are provided in the appropriate space(s) on the bid schedule. For consideration, any additions or deductions to the bid prices offered must be shown under the exception section of the bid. Extraneous numbers, prices, comments etc. appearing elsewhere on their bid shall be deemed to have no effect on the prices offered in the designated locations.

The City of Reno shall provide a copy of the bid results to those bidders requesting such, provided that a stamped, self-addressed envelope is included with the bidder's response.

8. Late Bid

A bid received after the receiving time specified shall be rejected and marked "LATE BID – DO NOT OPEN."

BIDDERS NOTE THAT THE RECEIVING TIME IS DIFFERENT FROM THE OPENING TIME.

9. Withdrawal of Bid

A bid may be withdrawn by written or telegraphic notice, provided such a notice is received prior to the date and time set for the bid opening.

A request for withdrawal of bid received after the scheduled bid opening will not be considered.

10. Joinder Provision

In accordance with the provisions of NRS 332.195, certain other public entities may participate in this joinder procedure for agreements unless otherwise stipulated under the exceptions section of this bid, other local governmental agencies may join in a resultant award from this Invitation to Bid with the permission of the successful bidder and the City of Reno.

Any joinder entity shall have all the rights as stipulated for the required services in accordance with the procedures of the Accounting and Purchasing Departments of the public entities involved.

Within the scope of this Invitation to Bid, The City of Reno shall be held harmless in any and all transactions between the bidder and the other participating governmental entities.

The bidder shall acknowledge the joinder process and shall acknowledge The City of Reno as the situs of the bid procedure.

11. Quantities to be Serviced

There shall be no guarantee as to the actual amount of material that is to be delivered during the period of time that this Invitation to Bid is in effect.

12. Specifications

Please see the Project Scope of Work Attachment A.

13. Specification Restrictions

The herein contained technical information shall in no manner be construed as restrictive as to the manufacturer, process or point of origin. References appearing restrictive shall be deemed inadvertent or employed as a descriptive device to delineate as to the quality, or configuration.

Offers made as an alternate to those specified shall be given consideration in the bid evaluation process PROVIDED said alternatives shall be fully described using brochures, specifications, literature, or any combination thereof, accompanying and deemed an integral portion of the bidder's response.

The City of Reno shall solely determine the acceptability of all offerings.

14. Exceptions to Specifications

Utilizing space provided on the Bid Schedule. Bidders shall note any and all exceptions to the specifications and/or terms and conditions contained herein. Submittal of a specification sheet alone shall not be considered sufficient notification of exceptions.

Failure to note exceptions on the Bid Schedule shall be interpreted that the bidder will perform in the manner described and /or specified in this Invitation to Bid.

The City of Reno reserves the right to accept or reject any and all alternatives or exceptions offered, based solely on the value of said alternatives or exceptions to the City of Reno

15. References

In the space provided in this bid, bidders shall provide verifiable references for **JANITORIAL SERVICES, RFP 030115** as specified in this Invitation to Bid.

On the references listed please give the following information:

Name of entity

Name, phone number and contact person within the above listed organization

Type of product/service provided including a list of owned or leased equipment including the model name and numbers for floor service equipment and designate whether the equipment is owned or leased.

Provide references for at least 3 customers accounts that measure 100,000 square feet or greater.

Failure to provide references may result in rejection of the bidder's response

16. Guarantee/Warranty/Quality

The successful bidder shall agree to replace and or redo, at no cost to the City of Reno, any products or services purchased as a result of award of this Invitation to Bid, if that product/service is deemed unacceptable for any reason resulting from deviations from the specifications contained herein, or as a result of improper procedures, and/or improper handling by the successful bidder.

All services provided by the Contractor shall be consistent with quality standards of the grounds /janitorial maintenance industry.

In the space provided on the Bid Schedule, bidder shall provide the nature and limitations of the guarantee/warranty that shall apply to **JANITORIAL SERVICES, RFP 030115**.

17. Tax Exemption

The City of Reno is exempt from Nevada State Sales Tax by act of the Nevada State Legislature, NRS 372.325, which exempts all local governments within the State of Nevada. The City of Reno is also exempt from Federal Excise Tax.

18. Pricing

In the space provided on the Bid Schedule, bidders shall provide prices for **JANITORIAL SERVICES, RFP 030115**.

Pricing shall be inclusive of ALL COSTS such as per diem, travel time, hotel costs and all other expenses relating to the products/service purchased

Prices shall be exclusive of all Federal and State of Nevada sales, use and/or excise taxes.

19. Payment Terms

The City of Reno normal payment terms are "Net 30 days". If the bidder wishes to take exception with the terms as stated, an exception must be stated in the Exception Section of the Invitation to Bid.

20. Billing

The successful bidder shall invoice the City of Reno and reflect the purchase order number, be itemized and show the name of the authorized individual who placed the order. Original or copy with authorized signature is required.

All original billings should be addressed to:

City of Reno
P.O. Box 1900
Reno, NV 89505
Attention: Accounts Payable

A copy of the billing should also be sent to the ordering department.

21. Bid Evaluation

Bids shall be evaluated with considerations being price, responses to questions posed within the bid document related to process, references and on the basis of conformance to specifications, terms and conditions of the invitation to Bid as stated herein. Additionally, further detail relating to the selection of a vendor is in Attachment A. The City reserves the right to award to the lowest, responsible and responsive bidder for either option 1 or 2.

22. Cancellation

The City of Reno reserves the right to cancel a resultant Agreement upon thirty (30) days written notice without cause.

Cancellation may occur in the event the type, quality and/or work is unsatisfactory to The City of Reno.

In the event successful bidder does not perform in an acceptable and/or satisfactory manner or is in default for whatever reason, the City of Reno reserves the right to cancel the resultant agreement and to assess cover charges for any difference between the original bid price and the cost to procure said product/service from an alternate source.

In the event that successful bidder shall default or is terminated for default, they shall not be considered a responsible bidder for **JANITORIAL SERVICES, RFP 030115** and shall be recommended to the Reno City Council, for debarment from doing business with the City of Reno for at least one (1) year after the termination of the term of the defaulted agreement.

23. Termination

The resultant contract may also be terminated as set forth in Attachment A.

24. Assignment

No Assignment of any agreement resulting from this award of this bid shall be allowed, including the right to receive payment, without the express written permission of the City of Reno.

25. Background check.

All staff that Contractor will be using for these locations must undergo a rigorous background check by the City of Reno's Police Department for security clearance before working at City of Reno Properties. This background check shall include a records review of the Nevada Department of Motor Vehicles (NV-DMV), National Criminal Justice Information Service (NCJIS), local police (Reno and Sparks PD, Washoe County Sheriff's Office), and Federal Bureau of Investigation (FBI). Employees with prior convictions relating to crimes against children or seniors, sexual crimes, crimes against animals at any time, or felonies involving illegal drug use or violence within the past five (5) years, shall not perform work under

this proposal. Contractor shall provide to the City, and update as necessary, a list with the names of its employees performing work under this proposal once they have completed the background check.

Contractor's Employees will be required to wear a City issued picture identification (ID) badge at all times during service identifying them as the Contractor's employees. Facility Maintenance Manager or designee shall confirm Contractor's employees have completed clearance prior to working in City facilities. The cost of the background checks shall be paid by the Contractor to the Reno Police Department at the cost of \$250.00 per person. If the Contractor attempts to use a substitute employee that does not have a City ID badge, the contract may be terminated for a single offense.

26. Holidays

The City recognizes the following holidays: New Year's Day, Martin Luther King, Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Nevada Day, Veterans Day, Thanksgiving Day, Family Day (day after Thanksgiving), and Christmas Day. Contractor is expected to perform cleaning services on all holidays EXCEPT Thanksgiving Day and Christmas Day. Park reservations may be issued on any holiday except Thanksgiving Day and Christmas Day.

27. Quality Control

City shall conduct regular inspections of all facilities to determine the successful bidder's performance during this contract. Inspections shall be rated on a pass/fail basis only. For failing ratings, City may direct contractor to correct the deficiencies noted which shall not result in an additional charge to City. Two consecutive failing ratings at any one site, or five or more failing ratings in a month for each Zone, shall result in a 10% reduction in the monthly contract billing for that month.

28. Contractor's Employees

All employees assigned by successful bidder shall be fully capable, experienced and trained in the work they are employed to perform and meet all other applicable City, State and Federal requirements. In performance of this work, it shall be the responsibility of the successful bidder to assure the availability of personnel at all times to complete assignments included in this proposal. Interruption and/or lack of properly trained and available personnel shall be deemed as cause for termination of the contract by the City of Reno.

REFERENCES

In the space provided below, bidders shall provide the name, address, telephone number and contact person of the customers for whom they have performed for as described in this Invitation to Bid.

Name, Address, Phone #, Contact Person

1.

2.

Business License Number, Effective dates and Jurisdiction _____

Minority Status: Has this firm been certified as a minority, women-owned or disadvantaged business enterprise by any governmental agency? ____Yes ____No if yes, please specify government agency: _____

Date of certification: _____

The above is for information only. The City of Reno encourages minority business participation; however, no preference shall be given.

Notice to disabled persons: The City of Reno will make reasonable accommodations for disabled persons who wish to submit bids or attend a bid opening by contacting Matthew Taylor prior to the bid opening date.

Debarment and/or Suspension: As required by Executive Order 125.49, Debarment & Suspension, and implemented at 34CFR Part 85, the bidder certifies that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from transactions with any Federal Department or Agency.

Printed Name & Position

Signature

GENERAL TERMS AND CONDITIONS

1. Notice of Rights

- The City of Reno reserves the right to reject any or all bids or any part thereof.
- The City of Reno reserves the right to waive any minor informalities or irregularities.
- The City of Reno reserves the right to require such surety as may be deemed necessary for the protection of the City of Reno, or to ensure the satisfactory performance of a contractor in accordance with the specifications and bid documents.
- The City of Reno reserves the right to withhold award for a period of ninety (90) days from the date of bid opening.
- The City of Reno reserves the right to award in whole or in part, by item, group of items, or by section where such action would serve the City's best interest. Bids identified on the basis of "All or Nothing" will be excluded from this provision.
- The City of Reno is a tax exempt public entity and is not subject to federal excise, state, or local taxes. No additional taxes may be added or "passed through".
- The City of Reno may require a full demonstration of any item bid at vendor's expense.

2. Preparation of Bids

- Bids must be submitted in accordance with any document attached hereto and made an integral part hereof.
- Bidders are expected to examine these documents carefully. Failure to do so will be at the bidder's risk.
- Bids should be proofread carefully for any errors.
- Any irregularities or lack of clarity in any of the bid documents attached hereto should be brought to the attention of the Purchasing Manager as soon as possible so that corrective addenda may be furnished to all bidders.
- Alterations/erasures must be crossed out and the corrections thereof printed in ink or typewritten adjacent thereto. Corrections must be initialed in ink by each person signing the bid.
- In the case of a difference between written words and figures, the amount stated in written words shall govern.
- In the case of a difference between a unit price and the extended price, the unit price shall govern.

All additions, deletions or exceptions are to be listed on the page marked as such. If there are none, print "NONE" and return the page with the submitted bid. Failure to return or sign the exception page will be presumed as no exceptions are being taken and all terms, conditions, and specifications are being met. **Any pricing information being offered MUST either be submitted on the bid document cost sheet or specifically detailed on the "Exception Page". Pricing information offered in other areas of the bid package WILL NOT be considered.**

For bidding assistance with this bid, contact Matthew Taylor, Senior Management Analyst at (775) 785-3104.

Bidders shall note that alterations in the bid language shall be cause for bid rejection. If exceptions are taken or alternatives offered, complete descriptions must be shown separately.

Bidders are instructed to use City bid forms and complete the requested information fully, i.e., pricing, bid schedules, specification descriptions, exceptions, disclosure of principals, etc. Failure to do so may be cause for bid rejection. If additional space is needed, attach additional sheets referencing the appropriate section.

3. Award of Contract

- A. The City of Reno will award the contract on the basis of the bid or bids most advantageous, in addition to price, the City may consider the following;
 - a. The ability, capacity and skill of the bidder to perform the contract or provide the service required;
 - b. Whether the bidder can perform the contract or provide the service promptly, and within the time specified without delay or interference;
 - c. The character, integrity, reputation judgment, experience and efficiency of the bidder;
 - d. The quality of performance on previous contract;
 - e. The previous compliance of laws by the bidder;
 - f. The financial responsibility of the bidder to perform the contract or provide the service;
 - g. The limitations of any license the bidder may be required to possess;
 - h. The quality, availability, and adaptability of the product or service;
 - i. The ability of the bidder to provide future maintenance and service;
 - j. The number and scope conditions attached to the bid;
 - k. The life-cycle, maintenance and performance of the equipment or product being offered; and
 - l. Or any other basis as allowed by law.
- B. The Finance Department will notify all unsuccessful bidders of the bidding results, and will return with such notice any surety held for bonding.
- C. The terms of Attachment A shall be considered "optimum" to the standard. Alternatives and/or exceptions to Attachment A may be given consideration in the resultant bid evaluation

PROVIDED:

- 1. Each alternative and/or exception shall be entered on separate sheets stating page number, item, and/or sub-item number and a detailed description of all items offered as alternatives or exceptions.
 - 2. However, the City of Reno shall reserve the right and privilege to accept or reject any or all bids offered, based solely on the judgment of City of Reno staff as to the value of the offers to the City of Reno.
- D. The resultant agreement may be extended at the discretion of the City if determined to

be in the best interest of the using agency.

- E. Performance standards shall be construed that bidder shall be responsible for exercising the degree of skill and care customarily required by accepted professional practices and procedures to perform the contract subject to the City's final approval.

4. Funding Out Clause

In the event the City of Reno fails to obligate requisite funds for the ensuing fiscal year(s) for payment of amounts due against an agreement resulting from this Invitation to Bid, necessitating cancellation of the Agreement, the successful bidder(s) shall agree to hold the City of Reno free from any charge or penalty.

5. Default of Contract

- A. In case of default by the contractor (successful bidder), the City may procure the product(s) or service from other sources and hold the contractor responsible for any excess cost occasioned thereby.
- B. If necessity requires the use of materials or supplies not conforming to the specifications, they may be accepted and payment therefore shall be made at a proper adjustment in price.
- C. Default by the bidder in any manner including failure or refusal to furnish any product(s) or service at the price and/or the time specified in the bid may be considered cause to commence with proceedings against any surety held with the bid, or assess a penalty equal to five (5) percent of the total bid price.

6. Appeal by Unsuccessful Bidder

- A. Bidder may appeal a pending bid award prior to award by the Reno City Council as established in NRS 332.068.
- B. Bidder must submit a written appeal in accordance with the requirements set forth herein to the Purchasing Program Manager within five business days from the date of the letter notifying of intent to award the bid.
- C. The appellant must post a bond with the written appeal with good and solvent surety authorized to do business in the State of Nevada in an amount equal to 25% of the value of the contract with the Purchasing Division in order to have their appeal heard by the City Council. Any and all bonds are subject to the approval of the Reno City Attorney. In the event the appeal is not upheld by the City Council, a claim may be made against the bond in an amount equal to the expenses incurred and other monetary losses suffered by the City because of the unsuccessful appeal.
- D. The route of appeal is the Assistant Finance Director, Finance Director and City Manager, or designee, and must be followed sequentially.
- E. No bid protests will be heard by the Reno City Council unless the bidder has followed the appeal process route.

Claims against Protest Bonds:

The City shall not make a claim upon any bond or other security unless and until the basis of that claim is considered and approved by the City Council. The City may:

1. Claim its regular staff time and costs in processing, considering and/or defending against an award protest.
2. Claim any necessary extraordinary staff overtime incurred in processing, considering and/or defending against an award protest.
3. Claim the City Attorney's time and costs in processing, considering and/or defending against an award protest.
4. Claim any resulting fees and costs incurred to any independent contractors, consultants or contracted attorneys utilized in processing, considering and/or defending against an award protest.
5. Claim any lost expenditure savings, lost revenue and other consequential financial damages resulting from the protest's automatic stay of the award of a contract to a selected solicitation response.
6. Claim any lost gifts, lost grants or other lost government or private financial participation resulting from any delay caused by the protest's automatic stay of the award of a contract to a selected solicitation response.

Protest Bond Risk Inquiry—Procedure:

As soon as possible after an award protester has posted a protest bond or other security, the soliciting City department or agency shall provide a written non-binding estimate of the basis of potential claims unique to the circumstances of the contract award(s) stayed by the protest, without disclosing any bid information that must remain confidential until an award decision is final. From this estimate, the protester shall be responsible for calculating the risk(s) of proceeding with a protest to a final decision by the City Council. A protester may withdraw a protest in writing at any time prior to a decision of the City Council, but any withdrawal more than seven (7) calendar days after the issue date of the City's estimate of the basis of potential claims shall, upon City Council's approval of the claims, be subject to claims against the bond or other security of the withdrawing protestor prior to its return to the protester. At a minimum the estimate of the basis of potential claims shall include:

1. If relevant, the date the current contract expires.
2. If relevant, the rate per year paid (or revenue earned) on the current expiring contract.
3. If relevant, the cost per year to complete the solicitation's anticipated work with City staff, equipment and materials.
4. The date the stayed contract award would have begun in the absence of the protest and its anticipated term.
5. The estimated rate per year to be paid (or revenue earned) on the stayed contract award.
6. The rate per hour to be paid to any relevant independent contractors, consultants or contracted attorneys as a result of the protest.
7. An estimate of any anticipated staff time and costs in processing, considering and/or defending against the protest.

8. An estimate of necessary extraordinary employee overtime salary in processing, considering and/or defending against the protest
9. The rate per hour for City Attorney services and any estimated costs in processing, considering and/or defending against the protest.
10. Disclosure of the amounts of any gifts, grants or other government or private financial participation that might be lost due to the protest.
11. Disclosure of any known seasonal, labor, equipment or materials costs that are materially time-sensitive and might result in financial damages to the City due to the protest.
12. Disclosure of any other anticipated consequential financial damages

7. Bonds Required

Each bid shall be accompanied by a certified or cashier's check, or **bid bond**, in the amount of five percent (5%) of the total amount bid, payable to the City of Reno, Nevada, as a penalty in the event the bidder does not, within ten (10) working days after receipt of written notice that the contract has been awarded, enter into a contract with the City of Reno in accordance with this bid. The successful bidder may be required to furnish a **performance bond** in the amount of one hundred percent (100%) of the contract insuring faithful performance of all terms of this bid. All bonds shall be subject to the approval of the Reno City Attorney. Bonding figure shall be construed as the total possible net cost to the City.

8. Insurance Requirements

Successful bidder(s) shall procure and maintain Comprehensive or Commercial General Liability Insurance (occurrence form) from a carrier licensed to do business in the State of Nevada with a Best rating of A.VII or above. Minimum acceptable policy limits shall be in an amount of not less than one million dollars (\$1,000,000.00), combined, single limit, occurrence based policy, in a form satisfactory to the City. A certificate of insurance evidencing said coverage shall be supplied by successful bidder upon request, naming the City as an Additional Insured under the liability policy. The liability policy shall contain a provision that such policy shall not be cancelled until thirty (30) days prior written notice of cancellation has been received by the City.

Successful bidder(s) shall, upon request, deliver to City of Reno evidence of worker's compensation as required by the State of Nevada.

EXCEPTIONS

Does the bidder take exception to any of the terms or conditions of this Invitation to Bid and attachment thereto, or specifications? ____ Yes ____ No If yes, please indicate the specific nature of the exception or clarification, in the space provided below. Attach additional sheet(s) if necessary.

[illegible]

Firm Name _____

Address _____

City _____

State _____ Zip _____

Telephone _____

Fax _____

E-Mail _____

Bidders Federal Tax ID #

(May be requested at a later date)

In compliance with this "Invitation to Bid" and subject to all Terms and Conditions thereof, the undersigned offers and agrees, if this bid is accepted to furnish any and all goods and services described herein at the prices, terms and delivery stated

Signature _____

Print Name _____

Print Title _____

If further space is required, please attach additional sheets

DISCLOSURE OF PRINCIPALS

Please print or type

_____ Company Name	_____ Telephone Number with area code
_____ Street Address	_____ Facsimile Number with area code
_____ City, State and Zip Code	_____ Federal Tax Identification Number

Names of Officers or Owners of Concern, Partnership, Etc

_____ Name	_____ Official Capacity
_____ Street Address	_____ City, State and Zip Code
_____ Name	_____ Official Capacity
_____ Street Address	_____ City, State and Zip Code
_____ Name	_____ Official Capacity
_____ Street Address	_____ City, State and Zip Code
_____ Name	_____ Official Capacity
_____ Street Address	_____ City, State and Zip Code
_____ Name	_____ Official Capacity
_____ Street Address	_____ City, State and Zip Code

I/ we hereby certify the Instructions and Terms and Conditions have been read and agree to:
(Print)

Address

Phone

Fax

Representative _____
Print Name

Signature

Vendor acknowledges _____ pages of this bid. Date _____

Please provide a list of key employees and attach their Resume or CV.

This Section Left Intentionally Blank

ATTACHMENT A

Project Scope of Work

SCOPE OF WORK AND MINIMUM CLEANING STANDARDS – CITY FACILITIES

It is the intent of the City that all premises be maintained at a high standard of cleanliness. The following standards are therefore intended to be included as the acceptable minimum level of service as directed in the cleaning specifications. Cleaning frequencies set forth in these specifications are meant to be working guidelines for specific areas, dependent upon type and frequency of use. Some areas are cleaned each day the building is open for business, other areas such as City employee office areas will be cleaned either once a week or twice a week. Two proposals shall be completed to provide the City this option. Some cleaning tasks are to be performed monthly. These cleanings shall be estimated on a square foot cost basis per building and are the base bid portion of this RFP. All major floor care, such as carpet extraction and hard floor waxing, shall be bid at a square foot cost/building and performed on an as needed basis with prior approval sent via email. These standards are not to be construed as complete, and all items not specifically included, but found necessary to properly clean the building, shall be included as though written into these specifications.

The buildings are broken into 3 different groups and awarded in such manner. Award of contracts will be based on scoring of criteria for references, reputation, resources available and price.

CLEAN

The term "clean" as defined generally shall be interpreted to mean the removal of trash, dirt, dust, lint, marks, stains, spots, and streak free. This includes graffiti mitigation on the bathroom stalls and walls. Instances of graffiti shall be reported to the designated City representative.

CLEANING RESTROOMS AND BREAK AREAS

Restroom and break area cleaning is the highest priority to the City's buildings and shall be performed daily. The tasks include the following:

- a. Floors in these rooms shall be mopped with approved disinfectant/cleaners; be streak-free and floor drains treated.
- b. All plumbing fixtures shall be completely cleaned and sanitized using techniques which will remove and prevent any formation of encrustations or stains under lids, ledges or rims without harming the finish.
- c. Walls, stall dividers, towel dispenser, soap dispensers, toilet paper holders, seat cover dispensers, and sanitary napkin dispensers shall be cleaned and serviced.
- d. Remove graffiti using a process that will not leave an etching on walls, ceramic tiles and counters.
- e. Trash containers shall be emptied, cleaned, and lined with plastic bags.
- f. Mirrors shall be cleaned with approved glass cleaner.
- g. Report any leaks or dispensers needing repair. Also report low batteries in dispensers that need replacement.

CLEANING TENANT OFFICES, CITY OFFICES, AND PUBLIC AREAS INCLUDING EXTERIOR OF THE BUILDING ENTRANCE

Offices and adjacent spaces that are leased to private entities and public entries shall be cleaned five (5) days a week on a Monday through Friday basis along with the public pathways that serve these areas. Offices and program areas occupied by City of Reno employees shall be cleaned a minimum of either one (1) day a week or two (2) days per week. Both options shall be submitted for each group. The tasks include the following:

- a. Wastebaskets and trash receptacles shall be emptied, unless otherwise directed, and kept lined with plastic bags in good condition.
- b. Wastebaskets shall be cleaned as needed, before placing liners.
- c. Remove all items marked trash or empty boxes left in the hallways.
- d. Ashtrays /sand urns shall be cleaned and refilled with sand as needed.
- e. Drinking fountains shall be cleaned, sanitized and polished. Elevator doors, jambs, handles, hardware and doorplates shall be polished.
- f. Carpeted areas including corridors, pathways, elevators and lobbies shall be vacuumed, including mats. Spot clean areas less than 3 square feet in size.
- g. Tile floor areas shall be dust mopped and spot damp mopped.
- h. Upholstered surfaces shall be vacuumed on an as-needed basis.
- i. Elevators shall be cleaned; remove unsightly marks, fingerprints and soil spots, vacuum elevator door tracks and remove any obstructions.
- j. All interior glass and glass doors shall be spot cleaned.
- k. Vacuum the balance of all carpeted areas not vacuumed under the daily cleaning on a weekly basis, including under desks, tables and other furniture.
- l. Dust and clean fingerprints from all exposed furniture tops, including desks, chairs, tables, lamps, filing cabinets, copiers, shelves, sills and ledges from a height of six feet or below. This task should be completed weekly and accomplished in a manner that does not disturb any of the objects that are on the surface, i.e. feather duster. Regarding desks; cleaning and polishing of the surface shall be done if the surface is clear of work papers.
- m. Trash and debris in stairwells shall be removed, pan and broom as necessary. Clean handrails and perform complete sweep, mop or vacuum of steps/landings in stairwells weekly.
- n. Exterior of the building; perform complete sweep of entrance and entryway, spot clean glass doors, remove all trash and debris, handrails, and any webbing that collects on exterior light fixtures.
- o. Turn on lights in the area of the building being serviced at that time to conserve energy.
- p. Secure doors and turn off unnecessary lights after completion of work in the immediate area, unless otherwise instructed.

FLOOR CARE

Floors shall be maintained in such a manner as to promote cleanliness and safety. The tasks include the following:

- a. Upon completion of floor work, floors shall be left in a clean, safe condition free of dirt, dust, film, streaks, etc. and shall present a uniform appearance.
- b. Contractor shall remove and replace furniture, (such as chairs and small tables) as required to perform the work.
- c. A spray-on or mop-on treatment shall be used when a restore buff is requested.

MONTHLY

- a. All high areas including walls, wall hangings, and ceilings shall be vacuumed, brushed, or dusted.
- b. Cove base, wall molding, doors and doorjambs shall be dusted and cleaned.
- c. Picture frames and wall ornaments shall be dusted.
- d. Vertical or horizontal blinds shall be dusted and cleaned. Wall surfaces and upholstered freestanding space divider walls shall be dusted and vacuumed.
- e. Upholstered surfaces shall be vacuumed and spot cleaned.
- f. Chairs and cushions in conference rooms, lobbies and waiting rooms shall be vacuumed and/or washed, depending on the type of fabric being cleaned.
- g. HVAC vents shall be kept clean and free of dust, webs, and build-up that may detract from the overall appearance. All inside windows, entrance windows and door glass are to be kept clean and streak-free. Exterior glass on display cases, and partitions to be cleaned and/or spot cleaned as needed.
- h. Walls shall be kept clean and free from spots, webs, and hand prints.

SUPPLIES

City of Reno shall supply paper towels, toilet tissue; toilet seat covers, trash can liners and liquid hand soap. It will be the responsibility of the Contractor to notify the City of Reno when supplied items require restocking. Use of supplies shall be tracked against past trends and the contractor may be required to credit the City double the purchase price for products or items that cannot be accounted for. Instances such as this will also be grounds for termination of this contract.

RECYCLING

Plastic Bottle and Aluminum Can recycled products shall be collected. Recycle Paper is to be bagged and transported to the Corporation Yard's Recycled Paper Bins located at 1640 East Commercial Row.

QUALITY CONTROL

The contractor shall have internal methods of quality control to insure their employees are spending the proper amount of time at each site. The City may request these records and compare them against access system records, video system records, and other methods. This attendance will be periodically audited and contractor shall provide these records when requested.

Correspondence for complaints and quality control issues may be discussed verbally but shall be documented via email. Failure to correct issues causing complaints may result in termination of the contract.

MISCELLANEOUS

- a. Restore & buff, scrub & wax, strip & wax, steam extraction, and bonnet cleaning shall be completed as per request by Facility Manager or designee. This extra service shall be billed at a cost per square foot.
- b. Contractor shall maintain, update and post complete Material Safety Data Sheets (MSDS) on site for all chemicals and items being utilized.
- c. All products must be Green Seal Certified unless a variance of written permission via Facility Manager or designee is given.
- d. Contractor shall forward a copy of the up-to-date inventory and the most current MSDS information on a semi-annual basis to City of Reno Facility Maintenance, **Attn: Marc McBee**, mcbeem@reno.gov Maintenance Technician at P.O. Box 1900, Reno, NV 89505.
- e. Quality control inspections may be done by City staff without notice at anytime and findings with related pictures may be documented in email correspondence to the contractor. These correspondences may be used to put contractor on notice for corrections needed and may be used as documentation for the termination of the contract.
- f. Most work shall be performed after work hours. For security purposes, certain areas will require cleaning service while tenants are present. This service is to be provided at no extra cost. There will also be areas that have late meetings which will require cleaning service after the meetings terminate, i.e. City Council Chambers and Caucus Room. This service shall be provided at no extra cost.
- g. When a City of Reno property does not have a trash dumpster provided, the trash will need to be transported daily to the Corp Yard. Costs associated with this service shall be included with the bid. This includes the large volume of trash removed from City Hall.

This section left intentionally blank

This City will consider two options for janitorial services.

You must complete the below so the City can evaluate the proposals based the 2 options.

Option 1

GROUP 1

Cost per square foot for steam extraction of carpets

Cost per square foot for bonnet cleaning of carpets

Cost per square foot for restore buffing of hard floors

Cost per square foot for scrub and wax of hard floors

Cost per square foot for strip and wax of hard floors

Cost Per Man Hour (PMH) for additional services

This Section Intentionally Left Blank

Floor	Suite	Location in Facility	Tenant & Common Areas	City	Vacant	Cleaning Per Week	5 Day Week Sq. Ft.	1 Day Week Sq. Ft.	Cleaning Cost per Month	Cleaning Cost per Month if occupied at a later date (5 day)
Basement		Wellness Center & Zen Den <i>Vault / Storage Lobby, Hallways, Restrooms, Showers & Elevators (5)</i>		1,932	2,941	5 0 5	9,660 ----- 11,040			
1st		City Council Chambers, Mail Room, Video Room Area <i>Gallery & Lobby</i>		4,230		1 5		4,230		
2nd		City Clerk, Finance Dept, Risk Management, Civil Service Office <i>Casher's Floor, Lobby & Restrooms</i>		9,308		1 5		9,308		
3rd		City Attorneys Office <i>Lobby & Restrooms</i>		11,234		1 5		11,234		
4th		Human Resources, Fire Admin. Office <i>Lobby & Restrooms</i>		5,951		1 5		5,951		
5th		Communication & Technology, Fire Admin. Office <i>Lobby & Restrooms</i>		5,028		1 5		5,028		
6th	600	John Deere Capital Corporation	3,021			5	15,105			
	603	Teleserve Communication, Inc.	444			5	2,220			
	604	Schouweiler / Wilson	1,054			5	5,270			
	605	Nevada Life and Health Insurance Guaranty <i>Lobby, Hallway, Restrooms</i>	944			5	4,720			
			1,102			5	5,510			

Floor	Suite	CITY HALL CLEANING SQ FT	Tenant & Common Areas	City	Vacant	Cleaning Per Week	5 Day Week Sq. Ft.	1 Day Week Sq. Ft.	Cleaning Cost per Month	Cleaning Cost per Month if occupied at a later date (5 day)
7th		Public Works Office		2,590		1		2,590		
		<i>Training, Break, Caucus, Hallway & Restrooms</i>	3,917			5	19,585			
8th		Public Works		6,071		1		6,071		
		<i>Lobby & Restrooms</i>	532			5	2,660			
9th		Finance & Human Resources Office		6,071		1		6,071		
		<i>Lobby & Restrooms</i>	532			5	2,660			
10th	1000	Herb Santos	2,220			5	11,100			
	1007	The Nature Conservancy	3,774			5	18,870			
11th	1100	<i>Lobby, Hallway, Restrooms</i>	1,102			5	5,510			
		PRCS Office		2,956		1		2,956		
	1103	All West Coach Lines	252			5	1,260			
	1105	PRCS Office		323		1		323		
	1106	PRCS Office		240		1		240		
		Police - Internal Affairs, S.A.V.E., Reserve Officers		2,210		1		2,210		
		<i>Lobby, Hallway, Restrooms</i>	1,192			5	5,960			
12th		Community Relations Office		6,071		1		6,071		
		<i>Lobby & Restrooms</i>	532			5	2,660			

		CITY HALL CLEANING SQ FT	Tenant & Common Areas	City	Vacant	Cleaning Per Week	5 Day Week Sq. Ft.	1 Day Week Sq. Ft.	Cleaning Cost per Month	Cleaning Cost per Month if occupied at a later date (5 day)
Floor	Suite	Location in Facility								
14th	1400	Reno Engineering Inc.	2,624			5	13,120			
	1401	Panasonic	320			5	1,600			
	1402	Vacant	409			0				
	1403	New Tenant - tbd	449			5	2,245			
	1405	Cal-Neva (Sierra Development) Bill Thornton	1,298			5	6,490			
	1409	New Tenant - tbd	336			5	1,680			
	1411	Thornton	223			5	1,115			
	1413	Panasonic	260			5	1,300			
		Lobby, Hallway, Restrooms	1,198			5	5,990			
15th		Mayor - City Manager Office		5,823		5	29,115			
		Lobby & Restrooms	800			5	4,000			
16th		G Diesel	6,423			5	32,115			
		Lobby	210			5	1,050			
Grand Total		Square Feet	47,349	70,038	2,941		273,475	62,283	335,758	

Day Porter 5 days a week, 4 hours per day

GROUP 2

Cost per square foot for steam extraction of carpets

Cost per square foot for bonnet cleaning of carpets

Cost per square foot for restore buffing of hard floors

Cost per square foot for scrub and wax of hard floors

Cost per square foot for strip and wax of hard floors

Cost Per Man Hour (PMH) for additional services

POLICE DEPARTMENT MAIN STATION

		Cleaning Per Week	7 Day Week Sq. Ft.	2 Day Week Sq. Ft.	Cleaning Cost per Month
Cleaning SQ. FT.	City				
Police Main Station	49,296	2		98,592	
Lobby, Restroom, & Kitchen Areas	4,600	7	32,200		

Day Porter 5 days a week, 4 hours per day

264 KEYSTONE

		Cleaning Per Week	7 Day Week Sq. Ft.	1 Day Week Sq. Ft.	Cleaning Cost per Month
Cleaning SQ. FT.	City				
Clean Office Areas / Restrooms	3,500	1		3,500	

BOWLING STADIUM (Central) POLICE SUB-STATION

		Cleaning Per Week	4 Day Week Sq. Ft.	1 Day Week Sq. Ft.	Cleaning Cost per Month
Cleaning SQ. FT.	City				
Police Sub-Station	2,490	1		2,490	
Restroom & Kitchen Areas	510	4	2,040		

CITI-CENTER POLICE SUB STATION

Cleaning SQ. FT.	City	Cleaning Per Week	1 Day Week Sq. Ft.	1 Day Week Sq. Ft.	Cleaning Cost per Month
Police Sub-Station	3,024	1	3,024		

NEIL ROAD SENIOR CTR., GYM, POLICE SUB-STATION

Neil Road Cleaning SQ. FT.	City	Cleaning Per Week	5 Day Week Sq. Ft.	1 Day Week Sq. Ft.	Cleaning Cost per Month
Senior Center	2,372	1		2,372	
Restroom & Kitchen Area	472	5	2,360		
GYM	9,494	1		9,494	
Locker Room	300	5	1,500		
Police Sub-Station	960	1		960	
Lobby & Restrooms	420	5	2,100		

CORPORATION YARD

Cleaning SQ. FT.	City	Cleaning Per Week	5 Day Week Sq. Ft.	1 Day Week Sq. Ft.	Cleaning Cost per Month
Cory Yard	7,960	1		7,960	
Code Trailer	1,980	1		1,980	
Wellness Center	740	5	3,700		
Lobby, Restrooms & Kitchen Areas	2,540	5	12,700		

OXBOW PARK

Cleaning SQ. FT.	City	Cleaning Per Week	3 Day Week Sq. Ft.	Cleaning Cost per Month
Clean Entire Building	962	3	2,886	

IDLEWILD MAINTENANCE

Cleaning SQ. FT.	City	Cleaning Per Week	2 Day Week Sq. Ft.	1 Day Week Sq. Ft.	Cleaning Cost per Month
Idlewild Maintenance	4,700	1		4,700	
Restrooms & Kitchen Areas	150	2	300		

PLUMAS GYM

Cleaning SQ. FT.	City	Cleaning Per Week	5 Day Week Sq. Ft.	1 Day Week Sq. Ft.	Cleaning Cost per Month
Clean Entire Building	10,960	5	54,800		
Group 2 Total			117,610	132,048	249,658

GROUP 3

Cost per square foot for steam extraction of carpets

Cost per square foot for bonnet cleaning of carpets

Cost per square foot for restore buffing of hard floors

Cost per square foot for scrub and wax of hard floors

Cost per square foot for strip and wax of hard floors

Cost Per Man Hour (PMH) for additional services

CITICENTER PARK

Cleaning SQ. FT.	City	Cleaning Per Week	5 Day Week Sq. Ft.	1 Day Week Sq. Ft.	Cleaning Cost per Month
Clean Entire Outside Park	33,552	0		0	

SOUTHSIDE SCHOOL

Southside School Cleaning SQ. FT.	City	Cleaning Per Week	5 Day Week Sq. Ft.	1 Day Week Sq. Ft.	Cleaning Cost per Month
Sierra Nevada Journeys					
1st Floor & Stairwells (2800 s.f., 560 s.f.)	3,110	5	15,550		
Hallway & Restrooms (795 s.f., 60 s.f.)	855	5	4,275		
Upper Floor & Elevator <i>Only Clean when needed</i>	3,000			0	

AMTRAK STATION

Cleaning SQ. FT.	City	Cleaning Per Week	7 Day Week Sq. Ft.	Cleaning Cost per Month
Clean Entire Building	14,054	7	98,378	

NORTHEAST COMMUNITY CENTER

Cleaning SQ. FT.	City	Cleaning Per Week	7 Day Week Sq. Ft.	Cleaning Cost per Month
Clean Entire Building	39,419	7	275,933	

PARADISE PARK

Cleaning SQ. FT.	City	Cleaning Per Week	5 Day Week Sq. Ft.	Cleaning Cost per Month
Clean Entire Building	3,160	5	15,800	

MIRA LOMA MAINTENANCE OFFICE

Cleaning SQ. FT.	City	Cleaning Per Week	1 Day Week Sq. Ft.	Cleaning Cost per Month
Clean Entire Building	700	1	700	

FIRE STATION #11 TRAINING CENTER

Cleaning SQ. FT.	City	Cleaning Per Week	3 Day Week Sq. Ft.	1 Day Week Sq. Ft.	Cleaning Cost per Month
Clean Entire Training Area	1,500	1		1,500	

STEAD SEWER OFFICE

Cleaning SQ. FT.	City	Cleaning Per Week	3 Day Week Sq. Ft.	1 Day Week Sq. Ft.	Cleaning Cost per Month
Clean Entire Office / Restroom	850	1		850	

MCKINLEY ARTS & CULTURE

Cleaning SQ. FT.	City	Cleaning Per Week	3 Day Week Sq. Ft.	1 Day Week Sq. Ft.	Cleaning Cost per Month
Clean Entire Building	22,093	6	132,558		
<i>Only Clean when needed on weekends Auditorium & Restrooms</i>					
<i>Group 3 total</i>					545,544
<i>Group 2 & 3 Total</i>					795,202

CALIFORNIA BUILDING

Cleaning SQ. FT.	City	Cleaning Per Week	3 Day Week Sq. Ft.	1 Day Week Sq. Ft.	Cleaning Cost per Month
<i>Only Clean when needed</i>	9,874			0	

HORSEMAN'S PARK

Cleaning SQ. FT.	City	Cleaning Per Week	3 Day Week Sq. Ft.	1 Day Week Sq. Ft.	Cleaning Cost per Month
<i>Only Clean when needed</i>	4,500			0	

This Section Intentionally Left Blank

Option 2

GROUP 1

Cost per square foot for steam extraction of carpets

Cost per square foot for bonnet cleaning of carpets

Cost per square foot for restore buffing of hard floors

Cost per square foot for scrub and wax of hard floors

Cost per square foot for strip and wax of hard floors

Cost Per Man Hour (PMH) for additional services

This Section Intentionally Left Blank

Floor	Suite	CITY HALL CLEANING SQ FT	Tenant & Common Areas	City	Vacant	Cleaning Per Week	5 Day Week Sq. Ft.	2 Day Week Sq. Ft.	Cleaning Cost per Month	Cleaning Cost per Month if occupied at a later date (5 day)
Basement		Wellness Center & Zen Den Vault / Storage Lobby, Hallways, Restrooms, Showers & Elevators (5)	2,208	1,932	2,941	5 0 5	9,660 ----- 11,040			
1st		City Council Chambers, Mail Room, Video Room Area Gallery & Lobby	5,838	4,230		2 5		8,460		
2nd		City Clerk, Finance Dept, Risk Management, Civil Service Office Casher's Floor, Lobby & Restrooms	2,526	9,308		2 5		18,616		
3rd		City Attorneys Office Lobby & Restrooms	600	11,234		2 5		22,468		
4th		Human Resources, Fire Admin. Office Lobby & Restrooms	452	5,951		2 5		11,902		
5th		Communication & Technology, Fire Admin. Office Lobby & Restrooms	557	5,028		2 5		10,056		
6th	600	John Deere Capital Corporation	3,021			5	15,105			
	603	Teleserve Communication, Inc.	444			5	2,220			
	604	Schouweiler / Wilson	1,054			5	5,270			
	605	Nevada Life and Health Insurance Guaranty Lobby, Hallway, Restrooms	944 1,102			5 5	4,720 5,510			

Floor	Suite	CITY HALL CLEANING SQ FT	Tenant & Common Areas	City	Vacant	Cleaning Per Week	5 Day Week Sq. Ft.	2 Day Week Sq. Ft.	Cleaning Cost per Month	Cleaning Cost per Month if occupied at a later date (5 day)
7th		Public Works Office		2,590		2		5,180		
		<i>Training, Break, Caucus, Hallway & Restrooms</i>	3,917			5	19,585			
8th		Public Works		6,071		2		12,142		
		<i>Lobby & Restrooms</i>	532			5	2,660			
9th		Finance & Human Resources Office		6,071		2		12,142		
		<i>Lobby & Restrooms</i>	532			5	2,660			
10th	1000	Herb Santos	2,220			5	11,100			
	1007	The Nature Conservancy	3,774			5	18,870			
		<i>Lobby, Hallway, Restrooms</i>	1,102			5	5,510			
11th	1100	PRCS Office		2,956		2		5,912		
	1103	All West Coach Lines	252			5	1,260			
	1105	PRCS Office		323		2		646		
	1106	PRCS Office		240		2		480		
		Police - Internal Affairs, S.A.V.E., Reserve Officers		2,210		2		4,420		
		<i>Lobby, Hallway, Restrooms</i>	1,192			5	5,960			
12th		Community Relations Office		6,071		2		12,142		
		<i>Lobby & Restrooms</i>	532			5	2,660			

Floor	Suite	CITY HALL CLEANING SQ FT	Tenant & Common Areas	City	Vacant	Cleaning Per Week	5 Day Week Sq. Ft.	2 Day Week Sq. Ft.	Cleaning Cost per Month	Cleaning Cost per Month if occupied at a later date (5 day)
14th	1400	Reno Engineering Inc.	2,624			5	13,120			
	1401	Panasonic	320			5	1,600			
	1402	Vacant	409			0				
	1403	New Tenant - tbd	449			5	2,245			
	1405	Cal-Neva (Sierra Development) Bill Thornton	1,298			5	6,490			
	1409	New Tenant - tbd	336			5	1,680			
	1411	Thornton	223			5	1,115			
15th	1413	Panasonic	260			5	1,300			
		Lobby, Hallway, Restrooms	1,198			5	5,990			
		Mayor - City Manager Office		5,823		5	29,115			
16th		Lobby & Restrooms	800			5	4,000			
		G Diesel	6,423			5	32,115			
		Lobby	210			5	1,050			
Grand Total		Square Feet	47,349	70,038	2,941		273,475	124,566	398,041	

Day Porter 5 days a week, 4 hours per day

GROUP 2

Cost per square foot for steam extraction of carpets

Cost per square foot for bonnet cleaning of carpets

Cost per square foot for restore buffing of hard floors

Cost per square foot for scrub and wax of hard floors

Cost per square foot for strip and wax of hard floors

Cost Per Man Hour (PMH) for additional services

POLICE DEPARTMENT MAIN STATION

Cleaning SQ. FT.	City	Cleaning Per Week	7 Day Week Sq. Ft.	2 Day Week Sq. Ft.	Cleaning Cost per Month
Police Main Station	49,296	2		98,592	
Lobby, Restroom, & Kitchen Areas	4,600	7	32,200		

Day Porter 5 days a week, 4 hours per day

264 KEYSTONE

Cleaning SQ. FT.	City	Cleaning Per Week	7 Day Week Sq. Ft.	1 Day Week Sq. Ft.	Cleaning Cost per Month
Clean Office Areas / Restrooms	3,500	2		7,000	

BOWLING STADIUM (Central) POLICE SUB-STATION

Cleaning SQ. FT.	City	Cleaning Per Week	4 Day Week Sq. Ft.	2 Day Week Sq. Ft.	Cleaning Cost per Month
Police Sub-Station	2,490	2		4,980	
Restroom & Kitchen Areas	510	4	2,040		

CITI-CENTER POLICE SUB STATION

Cleaning SQ. FT.	City	Cleaning Per Week	1 Day Week Sq. Ft.	2 Day Week Sq. Ft.	Cleaning Cost per Month
Police Sub-Station	3,024	2		6,048	

NEIL ROAD SENIOR CTR., GYM, POLICE SUB-STATION

Neil Road Cleaning SQ. FT.	City	Cleaning Per Week	5 Day Week Sq. Ft.	2 Day Week Sq. Ft.	Cleaning Cost per Month
Senior Center	2,372	2		4,744	
Restroom & Kitchen Area	472	5	2,360		
GYM	9,494	2		18,988	
Locker Room	300	5	1,500		
Police Sub-Station	960	2		1920	
Lobby & Restrooms	420	5	2,100		

CORPORATION YARD

Cleaning SQ. FT.	City	Cleaning Per Week	5 Day Week Sq. Ft.	2 Day Week Sq. Ft.	Cleaning Cost per Month
Cory Yard	7,960	2		15,920	
Code Trailer	1,980	2		3,960	
Wellness Center	740	5	3,700		
Lobby, Restrooms & Kitchen Areas	2,540	5	12,700		

OXBOW PARK

Cleaning SQ. FT.	City	Cleaning Per Week	3 Day Week Sq. Ft.	Cleaning Cost per Month
Clean Entire Building	962	3	2,886	

IDLEWILD MAINTENANCE

Cleaning SQ. FT.	City	Cleaning Per Week	5 Day Week Sq. Ft.	2 Day Week Sq. Ft.	Cleaning Cost per Month
Idlewild Maintenance	4,700	2		9,400	
Restrooms & Kitchen Areas	150	2	300		

PLUMAS GYM

Cleaning SQ. FT.	City	Cleaning Per Week	5 Day Week Sq. Ft.	1 Day Week Sq. Ft.	Cleaning Cost per Month
Clean Entire Building	10,960	5	54,800		
Group 2 Total			114,586	165,504	280,090

GROUP 3

Cost per square foot for steam extraction of carpets

Cost per square foot for bonnet cleaning of carpets

Cost per square foot for restore buffing of hard floors

Cost per square foot for scrub and wax of hard floors

Cost per square foot for strip and wax of hard floors

Cost Per Man Hour (PMH) for additional services

CITICENTER PARK

Cleaning SQ. FT.	City	Cleaning Per Week	5 Day Week Sq. Ft.	1 Day Week Sq. Ft.	Cleaning Cost per Month
Clean Entire Outside Park	33,552	1		33,552	

SOUTHSIDE SCHOOL

Southside School Cleaning SQ. FT.	City	Cleaning Per Week	5 Day Week Sq. Ft.	1 Day Week Sq. Ft.	Cleaning Cost per Month
Sierra Nevada Journeys					
1st Floor & Stairwells (2800 s.f, 560 s.f.)	3,110	5	15,550		
Hallway & Restrooms (795 s.f., 60 s.f.)	855	5	4,275		
Upper Floor & Elevator <i>Only Clean when needed</i>	3,000			0	

AMTRAK STATION

Cleaning SQ. FT.	City	Cleaning Per Week	7 Day Week Sq. Ft.	Cleaning Cost per Month
Clean Entire Building	14,054	7	98,378	

NORTHEAST COMMUNITY CENTER

Cleaning SQ. FT.	City	Cleaning Per Week	7 Day Week Sq. Ft.	Cleaning Cost per Month
Clean Entire Building	39,419	7	275,933	

PARADISE PARK

Cleaning SQ. FT.	City	Cleaning Per Week	5 Day Week Sq. Ft.	Cleaning Cost per Month
Clean Entire Building	3,160	5	15,800	

MIRA LOMA MAINTENANCE OFFICE

Cleaning SQ. FT.	City	Cleaning Per Week	2 Day Week Sq. Ft.	Cleaning Cost per Month
Clean Entire Building	700	2	1,400	

FIRE STATION #11 TRAINING CENTER

Cleaning SQ. FT.	City	Cleaning Per Week	3 Day Week Sq. Ft.	2 Day Week Sq. Ft.	Cleaning Cost per Month
Clean Entire Training Area	1,500	2		3,000	

STEAD SEWER OFFICE

Cleaning SQ. FT.	City	Cleaning Per Week	3 Day Week Sq. Ft.	1 Day Week Sq. Ft.	Cleaning Cost per Month
Clean Entire Office / Restroom	850	1		850	

MCKINLEY ARTS & CULTURE

Cleaning SQ. FT.	City	Cleaning Per Week	3 Day Week Sq. Ft.	1 Day Week Sq. Ft.	Cleaning Cost per Month
Clean Entire Building	22,093	6	132,558		
<hr/>					
Only Clean when needed on weekends Auditorium & Restrooms					
Group 3 total			543,894	37,402	581,296
Group 2 & 3 Total					861,386

CALIFORNIA BUILDING

Cleaning SQ. FT.	City	Cleaning Per Week	3 Day Week Sq. Ft.	1 Day Week Sq. Ft.	Cleaning Cost per Month
Only Clean when needed	9,874			0	

HORSEMAN'S PARK

Cleaning SQ. FT.	City	Cleaning Per Week	3 Day Week Sq. Ft.	1 Day Week Sq. Ft.	Cleaning Cost per Month
Only Clean when needed	4,500			0	

This Section Intentionally Left Blank